Tip Sheet for Case Managers re: IBI and CYMH Consultation and Collaboration Days

**Preparing for Fall (first consultation) C/C days**:

* Ensure prior discussion with SBT
* Discuss with Parent and acquire consent
* Complete shared planning template for each student
* Submit completed Collaborative Planning Template and confirmation of Parent consent to District Team prior to deadline indicating which CYMH Clinician (i.e. Saanich, Victoria, Indigenous) for each individual student and availability
* Ensure the student file(s) is/are with you for consult/collaboration to address any questions that may arise
* Ensure the school-based person who is knowledgeable regarding the individual student is available for consultation/collaboration

**Preparing for Spring (second consultation) C/C days**:

* Ensure periodic SBT and Parent updates regarding follow up to shared planning with CYMH Clinician have occurred
* Consultation to occur regardless of whether continued designation is being pursued
* In discussion at SBT is continued Category H/IBI designation for following school year appropriate
  + Share with parent
* In conversation with Parent has an alternate community agency been engaged
  + If no, would the parent consent to another year with CYMH C/C as community agency
* Update Collaborative Planning Template – Consultation & Collaboration Shared Plan
* Follow-up which includes SBT and Parent points of contact and discussion, implementation
* Submit completed Collaborative Planning Template to District Team and CYMH Clinician Confirmation of Service form so the form is ready for the clinician to sign during the meeting. This form confirms that CYMH CC service will continue into the next school year.
* prior to deadline indicating which CYMH Clinician (i.e. Saanich, Victoria, Indigenous) for each individual student and availability
* Ensure the student file(s) is/are with you for consult/collaboration to address any questions that may arise
* Ensure the school-based person who is knowledgeable regarding the individual student is available for consultation/collaboration

**During Consultations**:

* Case Manager to complete Shared Planning Template meeting in either table 1 meeting or table two meeting spaces
* Indicate participants and roles followed by information shared, general discussion and suggestions, recommendations, considerations
* Following both consults with CYMH Clinician email Shared Planning template with meeting notes to District Team by deadline
* District Team will collectively fax these to the respective CYMH Clinician
* Case Manager is required to report back to SBT following consultation with CYMH Clinician
* SBT to implement suggestions, recommendation as appropriate to setting
* Case Manager must discuss recommendations with Parent and where appropriate encourage, support Parent in following up

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| **Meeting 2 -** in addition |
| Discuss with CYMH Clinician if CYMH C/C to be continued community agency for another year (if needed) |
| CYMH Clinician will forward to District Team confirmation of community agency for the following school year for designation submission purposes |
| District Team to then share this with Case Manager and/or Principal upon receipt from CYMH Clinician |

**Document, document, document**